

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 37760, dated August 12, 2008, for the Mississippi Development Authority (MDA)

From: David L. Litchlitter

Date: August 15, 2008

Subject: Responses to Questions Submitted and Clarifications to Specifications

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Contact Phone Number: 601-359-2612

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The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: How many Business Analyst(s) with these skills in TOTAL are you seeking?

Response: **MDA requires 1 Business Analyst for this LOC.**

Question 2: Is this just a renewal for an existing contractor working at MDA OR a complete NEW Position? Is there a reason the position is open?

Response: **MDA desires to augment staff with a Business Analyst who will assist in defining requirements and implementing the CRM and other software products.**

Question 3: What CRM Software is currently being used at MDA?

Response: **MDA is not currently using any CRM software. It is one of the applications MDA (and the awarded vendor) will be defining requirements for and implementing.**

Question 4: Can you please define in more detail the SKILLS the Business Analyst would need such as USE CASES, GAP ANALYSIS, RUP etc?

Response: **Desirable skills for the Business Analyst include gap analysis, diagramming, flowcharting, documenting and organizing.**

Question 5: What methodology is being utilized at MDA e.g RUP, AGILE etc?

Response: **MDA does not require that a specific methodology be used.**

Question 6: Are you open to any individual who can do part on site and part off site work?

Response: **All work performed by the Business Analyst must be on-site. See Item 7.2 of the LOC.**

Question 7: Would the Consultant need to be on call or on beeper duty at any time?

Response: **No.**

Question 8: Any chance of extension beyond the initial 12 month project duration?

Response: **Yes. See Article 1.1 of the Professional Services Agreement, in Attachment D of the LOC.**

Question 9: Would any Travel be required?

Response: **Travel could possibly be required for system demos, but MDA will incur the cost of this travel. Refer to Item 7.6 of the LOC.**

Question 10: If there is any training related to the project which is needed, who pays for the cost?

Response: **If training is specific to the project, then MDA will incur the cost. MDA will not pay for training as it relates to the required skill set.**

Question 11: Is there a budget or rate range already established for this position?

Response: **The State will not release the budget information for this project. The funding has been approved.**

Question 12: If our candidate is selected for this Business Analyst position, will our company be eliminated from bidding on the state-wide Grants Operations and Lifecycle Solutions project (GOALS) along with the Customer Relationship Management Systems (CRM)?

Response: **The awarded Vendor would be precluded from bidding on the GOALS and CRM projects.**

LOC responses are due August 20, 2008, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Tangela Harrion at 601-359-2612 or via email at Tangela.Harrion@its.ms.gov.

cc: File 37760